WORK & TRAVEL USA

Four Points by Sheraton Juneau - Housekeeper

HOST INFORMATION

Company Description:

Four Points by Sheraton Juneau is a waterfront hotel located in the heart of Alaska's scenic capital city. Part of the Marriott International family, we offer comfortable accommodations, exceptional guest service, and an ideal base to explore Southeast Alaska. Our workplace is friendly, inclusive, and team-oriented, where staff are treated with respect and supported throughout their stay.

Juneau offers a cool, coastal climate with summer temperatures between 50–65°F (10–18°C) and long daylight hours. While it can be rainy, the natural beauty makes up for it. Employees can enjoy seasonal activities like whale watching, glacier hikes, kayaking, and local festivals.

We've welcomed J-1 cultural exchange students in the past and are committed to providing a safe, fun, and enriching experience. Students will work with a diverse team, interact with international travelers, and learn about Alaskan and Native cultures. Staff perks include Marriott hotel discounts, free shift meals, and opportunities to explore the area during time off. Juneau is a unique mountain and ocean-front town offering an unforgettable cultural and work experience.

Host Website: https://www.marriott.com/en-us/hotels/jnufp-four-points-juneau/overview/

Site of Activity: Four Points by Sheraton Juneau

Parent Account Name: WM Westmark hotel

Host Address: 51 Egan Dr Juneau , Alaska , 99801

Nearest Major City: Juneau , Alaska , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

Ensures the highest quality standards of Housekeeping are maintained for our guests and the Company. Responsible for daily guest room and public area cleaning with attention to detail and giving your personal best in service.

•Cleans rooms and bathrooms in assigned workstation performing any combination of the following tasks and duties: strips and remakes beds, roll-away and cribs; sweeps and mops floors, vacuums carpets, dusts and polishes furniture and fixtures, cleans windowsills and porches, brushes curtains, draperies and upholstered furniture; empties and cleans wastebaskets and relines with plastic liner; cleans ashtrays and plastic ice buckets; replenishes towels, bathmats, wash cloths, soap, and amenity and dresser supplies; cleans shower, bathtub, shower curtain and toilet; and restocks tissue.

•May wash walls, woodwork, and windows.
•May assist housepersons/porters in sorting, counting, folding, and carrying of linen and supplies by hand or housekeeping cart.
•May replace light bulbs. Leaves matches, advertising matter, glasses, stationery, etc., according to policy.
•Checks room and bathroom thoroughly for working lamps, heater, leaking faucets, broken furniture, running toilet, or other missing or damaged articles.
•Makes minor repairs when possible and reports all other findings immediately to the Housekeeping Manager.
•On completion of the room, telephone the Housekeeping Manager/Office to report the room is ready for occupancy.
•Locks the door and returns all keys to the Housekeeping Manager or Front Desk.
•Reports any unusual guest conduct.
•May render personal assistance to room guests if in line of duty.
•Adheres to all Company policies and regulations.
•Adheres to strong environmental and safety ethics by following the standards outlined in our environmental and safety programs.
•Assists in other departments or with other job duties as requested or necessary

Typical Schedule:

5 days a week, 8 am to 4 pm, schedule may vary

Drug Test required: No

COMPENSATION

Hourly Wage: $16.69

Eligible for Tips: No

Estimated weekly wages including tips: $640

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 37

Potential fluctuation in hours per week:

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:

★★★★☆☆ Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

lifting over 25 lbs. pushing cart
Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: Yes

Uniform Policy:

Employee needs to provide black pants and black non-slip work shoes. We provide a uniform shirt.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Provided shirt, black pants, black work shoes

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Cultural opportunities include local festivals, museum visits, accessible nearby group hikes, community volunteering, cultural exchange night with staff, and tours to attractions like Mendenhall Glacier and Mount Roberts. 4th of July/Independence Day parade and festivities is a midsummer highlight.

Local Cultural Offering:

Juneau offers community discounts on museums and tours, seasonal festivals, holiday markets, cultural events by the local chamber of commerce, and student-friendly activities through local groups and nonprofits. Winter events often celebrate Native heritage and Alaskan traditions.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Employer-Arranged Housing: Baranof Hotel, Juneau Participants are accommodated at the Baranof Hotel, located at 127 N Franklin Street, Juneau, AK 99801. This historic hotel offers convenient lodging in downtown Juneau, close to work and local amenities. Housing Policies: Housing is assigned on a first-come, first-served basis. Early confirmation of arrival details is recommended. Check-In: Participants should check in at the front desk upon arrival. Amenities: Room Features: Each room is equipped with a refrigerator, microwave, cable TV, hairdryer, iron, and ironing board. Internet Access: Free high-speed wireless internet is available in all rooms and public areas. Laundry Facilities: A laundromat is available on-site for a fee of $3.00 to wash and $3.00 to dry. Dining Options: The hotel features two on-site restaurants: 127 Café (serving breakfast, lunch, and dinner) and The Bubble Room (serving dinner). Additional Services: 24-hour front desk, concierge services, multilingual staff, and free local calls under 30 minutes. Costs: $70/week. Contact Information: Hotel Direct Number: +1 (907) 586-2660 Email for Reservations: reservations@baranofhotel.com

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

High speed Wi-Fi.

Phone Service: Yes

Description:

Landlines in rooms

Kitchen facilities: Yes

Description:

Shared kitchen available. Continued use of the kitchen requires that all staff participate in upkeep and cleaning of kitchen, please dispose of old food and do not eat others' food.

Laundry facilities: Yes

Description:

Coin machine- once a week free laundry is provided. Please make sure your clothes are washed regularly.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 3

Maximum Occupancy Per Room: 4

Suggested Occupancy Per Room: 3 - 4

Rooming Arrangement Description:

Bunkbeds and a bathroom in each room, some rooms are double sized or a suite or apartment with 2 rooms and one shared bathroom.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $70

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: The Baranof Hotel and Four Points by Sheraton Juneau are both located in downtown Juneau, Alaska, and are approximately 0.2 miles (about a 5-minute walk) apart.

ARRIVAL INFORMATION

Arrival Instructions:

Arrival Instructions – Four Points by Sheraton Juneau

Welcome to Juneau! Please read the following travel and arrival information carefully to ensure a smooth trip.

Arrival Dates & Times:

Participants should plan to arrive in **Juneau, Alaska (JNU Airport)** between **Monday and Wednesday**, preferably during **daylight hours (8:00 AM – 6:00 PM)**. Arrival outside these times must be approved in advance.

Flight Information:

You must send your **flight itinerary at least 2 weeks before arrival** to ensure pick-up and housing arrangements.

Transportation from Airport:

We offer **employer-provided transportation** from Juneau International Airport to housing and/or the hotel. The drive takes approximately **20 minutes**.

Please send your arrival details to confirm pick-up to Josh Michaels at: **Aimon@theKishanGroup.com**

Local Transportation Info:

Juneau has limited public transportation via **Capital Transit** (https://juneaucapitaltransit.org/ ↗).

Fares are $2.00 per ride; buses run daily with limited service on weekends and holidays. Taxis and rideshare (limited) are also available.

Employer-Supported Transportation:

We coordinate group trips to the **Social Security office** for SSN applications within your first week.

Suggested Arrival Airport:

Juneau International Airport, JNU, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: $25 to $50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Travelodge by Wyndham Juneau
9200 Glacier Hwy
Juneau , Alaska 99801
907 789-9700
$50 to $75

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

After arrival, you will need to apply for your SSN at the Juneau Social Security Office located at 901 Front St #201, Juneau, AK 99801. The office is open Monday to Friday from 9:00 AM to 4:00 PM (closed on federal holidays). You should submit an application online and book your appointment online AFTER arriving in the US. https://www.ssa.gov/number-card/request-number-first-time What to Bring: Valid passport DS-2019 form (J-1 visa form) Employment authorization letter from Four Points by Sheraton Juneau Completed SSN application form (complete on the website above or arrange a time to have a manager assist you)

Nearest SSA Office: Juneau , Alaska , Less than 10 miles

Other:

Wage Payment Schedule:

students will be paid bi-weekly via direct deposit

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes
Maximum Group Size:

Grooming Requirements:

Grooming Requirements at Four Points by Sheraton Juneau Hair: Clean, neatly styled, and of natural color. Long hair should be tied back. Facial Hair: Neatly trimmed and well-maintained. Tattoos: Visible tattoos are discouraged; may be asked to cover them. Piercings: Small, discreet piercings are acceptable; excessive or visible piercings may need to be removed. Hygiene & Attire: Maintain high standards of personal hygiene. Uniforms should be clean and pressed.

Second Job Availability: Yes, likely

Applicable Company Policies:

Company Policies for Participants at Four Points by Sheraton Juneau

- **Uniforms**: Employees are expected to wear clean, wrinkle-free uniforms. Nametags must be worn, and jackets should be zipped up to above the nametag level.

- **Jewelry & Piercings**: All jewelry must be professional in appearance. One small nose stud or hoop is allowed. Up to two earrings or one solid gauge up to ½" maximum in each ear is allowed. All other facial jewelry or visible body piercings, including additional nose rings, gauges, and tongue studs are not permitted. Concealing jewelry with a bandage or other means is not permitted.
- **Tattoos**: Employees may have visible tattoos, except on the face area, that are in good taste and not offensive. An employee may be asked to cover their tattoo with clothing while on duty and must comply if requested.
- **Clothing/Hygiene**: Employees are expected to dress professionally and follow all reasonable personal care standards, including regular bathing to avoid offensive or excessive odors such as body odor and/or perfume and cologne. Once a week laundry on site at the Baranof is free of charge to participants, please ensure your clothing is washed regularly.
- **Footwear**: Employees are expected to wear footwear appropriate for their position and in good condition.
- **Smoking**: Smoking tobacco is allowed on designated breaks only (2- 15 minute breaks and 1-30 minute lunch break per Federal requirements). Smoking is not allowed inside building ever, local code dictates that smoking is 30 feet from entrances. You must dispose of cigarettes safely and not litter. Please make attempts to smoke away from high traffic guest areas like the front sidewalk.
- **Cell Phones**: Cell phones may be used for work communications during your shift, do not take pictures in occupied guest rooms, include guests or other staff in photos without permission per company policy, or have personal phone calls while working.
- **Scheduling**: As a company we do our best to maintain consistent scheduling, but schedules are not guaranteed, and once assigned to a shift we may change your working days with 10 days notice, although we avoid changing the shift period of day unless discussed. We understand many participants take on second jobs, please understand that as your primary sponsor and housing provider we expect you to prioritize your employment with our company. We will not tolerate sleeping on the job or nor meeting basic expectations of you position.
- **Discipline and Mediation**: Some participants are new to general labor positions and there are many new experiences and expectations; please understand that we take steps with participants to correct their performance and mediate miscommunications that are bound to occur each year. We ask that all participants maintain an open outlook to corrective advice and warnings, as this is the method that we follow to bring new employees up to performance standards. As an Exchange Participant, you also have resources to consult such as your placement agency and the Hotel Workers Union 878 of Alaska and are never on your own. We freely help participants get in contact with these resources, which can help mediate situations that may arise.

If you have any questions, please email Aimon Indoung at: **Aimon@TheKishanGroup.com**

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

Walking Distance from Housing:

Food Market, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

Shopping Mall, Public Library